

**Constitution of the Collegiate Branch of the
Society of Automotive Engineers at the
University of California, San Diego**

This collegiate Branch has been chartered by the Society of Automotive Engineers and is subject to the Constitution, Bylaws, Rules and Regulations of the present Society.

Article I: Name of Student Organization

The organization shall be called the “Collegiate Branch of the Society of Automotive Engineers at the University of California, San Diego.” This organization is also referred to as “SAE at UCSD or Triton Racing.”

Article II: Statement of Purpose

The purpose of this non-profit organization is to provide its members opportunities to gain broader insight into the engineering profession by providing hands-on engineering and management experience outside of the normal academic curriculum. By operating as a non-profit and conducting ourselves professionally, we ensure the continuity of SAE at UCSD for the benefit of ourselves, our Alumni. We set precedence for future teams and, therefore, must continually develop executable and functional team protocols for the future teams to follow, learn from, and expand upon.

Article III: Non-Profit Statement

SAE at UCSD is a non-profit student organization.

Article IV: Requirements for Membership

Students of all majors and demographics are welcome to join SAE at UCSD. Prospective members will complete an onboarding program that teaches them the basics of 3D design as well as how the team performs its objective. There will be a yearly \$25 membership due to the members, which will be used to pay for the team shirts. Also, members also need to pay for their own expenses (hotel rooms, rental cars, food, etc.) to attend the annual FSAE competition with SAE at UCSD.

Privileges and responsibilities of the SAE at UCSD member are to be taken seriously as to not jeopardize the safety of others. All members must adhere to guidelines, safety included, set forth by the SAE Leadership and/or any official administrative council or person in

authority at the University of California, San Diego. Included herein for direct reference is the Jacobs School of Engineering (JSOE) Administration and the Triton Engineering Student Council.

Membership revocation may occur by a simple majority vote of the SAE Leadership Officials and any pertinent committee leader. Reasons for revocation include willfully deviating from design plans set forth, endangerment of self or others, or any sort of harassment. The member in question may address the Leadership at a Leadership meeting one time only. Upon hearing the members address, the Leadership is charged with discussing membership revocation and coming to a decision based on reason and fairness. The President must carry out announcement of the Leadership's decision within 24 hours. Re-instatement appeals are accepted after one calendar year of non-membership at the option of the SAE President.

Article V: Frequency of Organization Meetings

SAE at UCSD will hold general body meetings weekly. All members are expected to be present at all meetings unless otherwise notified. Meeting notes will be taken at each meeting for those who are unable to be present. Members are also subject to meetings within sub-groups, determined by the sub-group leader.

Article VI: Qualifications for Holding Office and Methods of Selecting and Replacing Officers

The elective leadership officers of the organization shall be:

President

- Oversee and be held accountable for the overarching collegiate chapter of SAE international at UC San Diego known on campus as the Society of Automotive Engineers.
- Represent the team as the head of the organization and have final say on all matters related to it.
- Significant changes to the constitution, overarching mission, and major projects fall under the direct jurisdiction of the president.

Vice President

- Directly oversee the public relations directors, treasurer, and technical directors.
- Reports directly to the president and helps in weekly activities, especially those pertaining to maintaining relationships with the individuals listed above.
- Shares responsibilities with the president. In the event that the president is no longer capable of performing his or her duties, the vice president shall assume the role of president.

Treasurer

- Provide the backbone for accounting within all branches within the organization.
- Oversee all financial transactions and ensure that a working budget is available to all teams at all times.
- Oversee all aspects of purchasing.
- Work with teams within the organization to build cost reports.

Public Relations Director

- Build team image. Lead recruiting events and build awareness of SAE at UC San Diego.
- Work on funding opportunities from within the university. Maintain good relationships with the administrative staff within the university that the president also maintains a relationship with (See above at president).
- Lead recruiting (getting members connected with industry professionals).
- Work on receiving funding from external sources like corporate sponsors.
- Maintain good relationships with external sponsors.

Technical Director, Senior & Junior

- Oversee the manufacture of all parts as it pertains to formula SAE.
- Assist members in gaining technical expertise as it pertains to manufacturing and design.
- Manufacture and design and assemble a final product with excellent fit and finish and a clear attention to details.
- Build well defined technical team to fulfill mission statement of our team.

Project Manager

- Oversee overall project timeline from conception of designs to manufacture of parts, to procurement of items.
- Work with team members to streamline processes within the aforementioned categories.
- Help quantify progress to help team members understand the time value of the project.
- Help build design timeline and set critical project management deadlines.

Officers are elected through a team majority vote. Team members are also able to vote to have an officer position be vacant and have that position's duties delegated to the team as a whole.

Officers are elected in the latter half of winter quarter of the academic year. Any member is eligible for office, so as long as the team believes that the member is eligible for the position.

Article VII: Risk Management

SAE at UCSD is a registered student organization at University of California, San Diego, but not part of the University itself.

SAE at UCSD understands that the University does not assume legal liability for the actions of the organization.

SAE at UCSD recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, SAE at UCSD will

abide by UC San Diego requirements for students in labs, including policies for minors in UC laboratories, and ensure members receive safety training regarding the use of chemicals and/or machinery before entering the lab. Members must follow any best practices and lab safety protocols for the use of such chemicals, research equipment or machinery, including the appropriate use of Personal Protective Equipment, and should work under close supervision of those trained in the handling of chemicals/use of research equipment or machinery.

Article VIII: Community Advisor

SAE at UCSD is required to have a Community Advisor due to its Pre-Professional organization type. The selected Community Advisor should have extensive experience in the automotive or engineering industry, and should be able to provide technical and managerial guidance to the team. In the case of the team heading toward the wrong direction, the Community Advisor needs to try his/her best to identify the problems, notify the team, and work out the solutions with the team officers and members. The Community Advisor should regularly monitor the health and safety of the team and prevent the team from deviating from its scope and purpose.

Article IX: Financial Management

SAE at UCSD will finance its project through grants, sponsorships, and donations from external sources as well as the University of California San Diego and the Jacobs School of Engineering. All funds will be deposited into the team bank account, which is only accessible to the President, Vice President, Treasurer, and Public Relations Director. The team is required to prepare a yearly budget before each Fall quarter, and all team spendings need to be carefully reviewed by the team officers and balanced with the yearly budget by the treasurer. Since the team has an off-campus account, any addition or removal of the account holders would need to be approved by at least 2/3rds of the elected officers' votes.

Article X: Affiliation with Other Groups

SAE at UCSD is affiliated with SAE International. This affiliation allows our team to gain student benefits from SAE International, as well as allow our team members to participate in any competitions hosted by SAE International and Formula SAE. The affiliation requires that members of SAE at UCSD register as a member of SAE International in order to participate in events hosted by SAE International, such as Formula SAE competitions.